

YOUTH SERVICES POLICY

Title: Parental Contributions - Cost of Care and Treatment Next Annual Review Date: 11/25/2014	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.4
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References: La. Revised Statute 9:315 - 9:315.15, 15:910, and 15:1086; ACA Standards 2-CO-1B-05 (Administration of Correctional Agencies); 2-7065 Juvenile Probation and Aftercare Services); YS Policies A.3.8 "Budget and Fiscal Management Activities", and C.4.2 "Social Security Benefits"; the Juvenile Electronic Tracking System (JETS); and DYS Policy 4.3 "IV-E Monthly Cost of Care Billing"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 11/25/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the guidelines for assessment and collection of parental contributions for the cost of care provided by the State for youth placed in a secure care facility.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Regional Directors, Facility Directors, Regional Managers and Probation and Parole Officers/Juvenile (PPO/J).

IV. DEFINITIONS:

Community Based Services (CBS) - Formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

Department of Public Safety/Public Safety Services/Office of Management and Finance (PPS/OMF) – The designated agency department that reviews and evaluates all financial and legal information from the youth's custodian, calculates the cost of care assessment, and collects and provides accounting functions regarding contributions made.

Financial Assessment Forms - FAS I, FAS II forms utilized by OJJ, the Department of Children and Family Services (DCFS), and PSS/OMF to determine eligibility for federal reimbursement, Medicaid, and the amount, if any, of parental contributions.

FAS III - Form utilized to report changes in placement and periodic reviews for continued eligibility.

Juvenile Electronic Tracking System (JETS) - The centralized database used to track all youth under OJJ supervision or custody, and to record youth case record activity.

Office of Support Enforcement - A division of DCFS responsible for collecting financial support from non-custodial parents.

Parental or Financially Responsible Person - Individual financially responsible for the youth prior to the disposition committing the youth to the custody of OJJ and assigning him to secure custody. Includes a natural parent, a biological parent, an adoptive parent, or a legally appointed tutor.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that the cost of care billed to the parent or financially responsible person be consistent with applicable federal and state regulations, and commensurate with their ability to pay in accordance with a sliding scale established by La. R.S. 9:315 through 9:315.15. Other children living in the home and dependents as defined for federal income tax purposes shall be considered in establishing the assessment, in accordance with La. R.S. 15:910 and 15:1086.

VI. PROCEDURES:

A. Upon intake for secure care, the assigned PPO/J shall complete the following in JETS:

1. "Secure Care Parental Contribution Form" (also known as the "FAS I") with information received from the youth's parent or financially responsible person, which compiles information about marital status, income, and number of dependents;

2. The "FAS II" form containing the signature of the parent or financially responsible person;
3. The "Initial Time Computation" and "Transfer" screen; and
4. The Client ID number assigned to the youth.

The completed information listed above shall be printed and forwarded to PSS/OMF for review of completeness and accuracy. If the PPO/J is unable to complete the form(s) at intake, the form(s) shall be mailed to the parent/financially responsible person to complete and forward to PSS/OMF at the address noted below:

Department of Public Safety
Public Safety Services
Office of Management and Finance
P.O. Box 66614
Baton Rouge, LA 70896-6614

- B. Only a person or financially responsible person must complete the forms outlined in paragraph "A." above. This includes a legally responsible parent, a natural or biological parent, an adoptive parent, or a legally appointed tutor. If the youth is in the custody of a person or persons who do not fall within the definition of a financially responsible person, the PPO/J shall attempt to locate the youth's legally responsible parent, a natural or biological parent, an adoptive parent, or a legally appointed tutor. If the youth is in the custody of a person who is not a parent or financially responsible person, the PPO/J shall input this information in a narrative in JETS and take no further action.
- C. Upon determination that a parent or financially responsible person is to be billed, PSS/OMF shall begin billing immediately, but no later than the next monthly billing cycle. A parent or financially responsible person who fails to provide a properly executed "Secure Care Parental Contribution Form" shall be assumed to have the ability to pay the entire cost of care. Billing will be generated through JETS.
- D. If it is determined that a parent or financially responsible person falls below the minimum financial requirements for assessment, PSS/OMF will so notify that person in writing.
- E. Upon request, a parent or financially responsible person shall be furnished a copy of the financial determination work sheet used for the assessment from PSS/OMF.

- F. Reassessments of an individual's financial condition shall be performed every 12 months or upon receipt of additional documentation that indicates a material change in income or financial circumstances. All reassessments or re-certifications of income shall be completed on a FAS III form, printed and forwarded to PPS/OMF by the PPO/J.
- G. A parent or financially responsible person may appeal the assessment based upon extraordinary circumstances or catastrophic loss. Extraordinary circumstances can include, but are not limited to, non-insured medical payment or major loss of property. Reductions based upon a recommendation for hardship status must be approved by the Deputy Secretary/designee.

Previous Regulation/Policy Number: A.3.4

Previous Effective Date: 09/21/2011

Attachments/References: